

HEALTH CHECK PROGRAM POLICIES and PROCEDURES

The goal of the Health Check Program is to provide children with the opportunity to maximize their health and development. Components of the Program were developed to help ensure the availability and accessibility of comprehensive and continuous preventive health services throughout childhood. Refer to Appendix 1 for an overview of North Carolina's Health Check Program.

A. CONSULTATIVE ASSISTANCE FOR PROJECTS

The Division of Medical Assistance (DMA), Division of Public Health, Women's and Health Section (DPH), Office of Research, Demonstrations, and Rural Health Development (ORDRHD), Children's and Division Mental Health Developmental Disabilities/Substance Abuse Services (DMH/DD/SAS) developed the Health Check Program as a cooperative venture. Appendix 2 provides contact information for Health Check affiliated positions. Health Check Program State staff work in close collaboration with Smart Start and other child advocacy organizations. In addition, professional medical societies play an important and active role in the ongoing development of Health Check.

Collaborative State Agencies

1. DMA is the lead administrative agency for the Health Check Program and is responsible for overall management. DMA works collaboratively with DPH, DMH/DD/SAS, ORDRHD, and the Primary Care Coalition comprised of the N.C. Pediatric Society, the Society of Internal Medicine, and the Family Practice Society.

Electronic Data Systems (EDS) provides technical assistance and consultation on Health Check provider billing and Automated Information and Notification System (AINS) related issues.

2. DPH provides oversight and program management for public health department services related to Health Check administrative, operational and fiscal issues. DPH is the lead administrative agency for Health Check Projects utilizing Child Health funds.

Health Check Program Consultants

1. Program Consultants are the primary contacts for prospective, new and continuing Health Check Outreach Projects. Each consultant serves a specific region within the state, (Appendix 3).
2. Program Consultants provide technical assistance and consultation on Health Check Outreach Project activities, administrative issues, fiscal policies, the AINS, and develop liaisons with other community programs and providers.

The Program Consultants will provide ongoing technical support by:

- a. Address concerns or issues raised by local Project staff.
- b. Assuring HCCs are receiving and using the monthly AINS reports from EDS
- c. Following-up on missing or incorrectly completed reports or other required Project documentation.
- d. Assuring HCCs from each Project are receiving the appropriate and required training and supervision.
- e. Assisting with Site Visits, Evaluation, and Annual Plans.
- f. Reviewing and providing consultation regarding Health Check participation data.
- g. Assuring coordination and networking between HCCs and other community program personnel.